

# C E A

# CAREER EXECUTIVE ASSIGNMENT



THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** DEVELOPMENTAL SERVICES

POSITION TITLE:

Chief, Office of Protective Services (CEA, LEVEL II) Salary: \$7,302-\$8,051

FINAL FILING DATE: Until Filled

<u>POSITION DESCRIPTION:</u> Under direction of the Director, Department of Developmental Services (Department), the Chief, as a peace officer has full responsibility for the statewide public safety function of the Office of Protective Services (OPS). The OPS delivers the full range of public safety services including basic policing, investigations and fire safety services to the five Developmental Centers (DCs) and the two State-operated Community Facilities (CFs). The Chief gives general direction to two Deputy Chiefs who direct the field and Headquarters' statewide functions of the OPS.

#### **EXAMINATION PROCESS**

The examination will consist of an application/resume evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

# **FILING INFORMATION**

All interested applicants must submit:

- A standard original State application (STD. 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's
  education and experience that would qualify him/her for this position, related to the Minimum
  Qualifications, Knowledge and Abilities, Special Personal Requirements, and Desirable
  Qualifications. This statement should be no more than two pages in length.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Please send the application and Statement of Qualifications to:

Department of Developmental Services Personnel Services Section 1600 Ninth Street, Room 340 Sacramento, CA 95814 Attention: Crystal Dunlap

Questions concerning the examination should be directed to Ms. Dunlap at (916) 654-1866 or CALNET 464-1866; TTY Hearing Impaired (916) 654-2054 or Voice (916) 654-1946.

# MINIMUM QUALIFICATIONS

Permanent California State civil service status.

Or

Service as a Legislative employee meeting the criteria in Government Code Section 18990,

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Service as an exempt employee in the Executive Branch meeting the criteria in Government Code Section 18992.

Ability to be appointed as a peace officer as required by Commission on Peace Officer Standards and Training (POST) and/or eligible for obtaining current peace officer status by successful completion of a POST-certified Regualifications Course.

Candidates must be able to successfully complete a background investigation pursuant to requirements contained in Government Code 1029–1032, prior to appointment.

See Special Personal Requirements listed below.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of**: techniques and methods for managing specialized police, investigation and fire services; the operation of the Department, Department policies and procedures and all applicable laws affecting the provision of specialized law enforcement services to the DCs/CFs; the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; criminal and administrative investigative techniques and procedures utilized in a variety of investigation types involving consumers and employees at the DCs/CFs; criminal and civil law and procedures, rules of evidence, Welfare and Institutions Code, Penal Code, Government Code, Health and Safety Code, Vehicle Code and California Code of Regulations; agencies and programs that interface with the Department, such as, Department of Health Services, Department of Mental Health, Department of Justice, California Highway Patrol, State Fire Marshal, POST and allied law enforcement; the Department's civil rights and equal employment opportunity programs; and a manager's role in civil rights and equal employment opportunity programs.

Ability to: integrate the principles of public safety and law enforcement in the DCs/CFs specialized environment; plan, organize, and direct the work of multidisciplinary and multicultural professional staff of peace officers, firefighters and other related classifications required in a law enforcement function; analyze administrative policies, organization, procedures and practices; understand and be able to institute current practices to ensure compliance with acceptable law enforcement functions; ensure that fire prevention and fire suppression activities are modernized and acceptable with the industry; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; work effectively with local prosecuting agencies, local law enforcement agencies and state agencies such as Department of Health Services, Department of Justice, California Highway Patrol and other allied agencies as needed; analyze complex problems and recommend effective courses of action; demonstrate a high level of skill in all types of communication techniques; prepare and review reports; effectively contribute to the Department's or Agency's equal employment opportunity program; and effectively perform high administrative and policy-influencing functions.

### SPECIAL PERSONAL REQUIREMENTS

Possession of broad administrative or program management experience with substantial participation in the formulation, operation and evaluation of law enforcement program policies.

Ability to demonstrate sufficient computer skills to perform various functions daily. Must be skilled in using word processing programs; email systems and data management resources.

Must be able to travel a minimum of 50% of the time using various types of transportation. Must have a valid California Driver's License.

### **PEACE OFFICER STANDARDS**

**Citizenship Requirement**: Pursuant to Government Code Section1031 (a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification**: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

**Firearm Conviction Disqualification**: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

**Firearms Requirement**: Persons convicted of a misdemeanor crime of domestic violence, as defined in the amended Federal Gun Control Act of 1968, are disqualified from appointment to these classes.

**Background Investigation**: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

**Medical Requirement**: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Psychological Requirement**: Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications.

#### **DESIRABLE QUALIFICATIONS**

Sufficient knowledge of the organization, mission and statutory environment of the Department to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above:

Knowledge of personnel and budget management, organizational structure and theories of management.

Principles and practices of policy formulation and development; personnel management techniques, including employee empowerment.

Techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; program development and evaluation; principles and practices of policy formation and development.

Ability to interpret statistical data and compose clear, accurate and concise reports.